

**SANDPOINT PLANNING COMMISSION MEETING
5:30 P.M. CITY HALL COUNCIL CHAMBERS
MINUTES OF OCTOBER 2, 2018**

COMMISSION MEMBERS PRESENT: Tom Riggs, Danny Strauss, Slate Kamp, Gregory Crettol, Thomas Russell, Jason Meyer

COMMISSION MEMBERS ABSENT: Cate Huisman

STAFF MEMBERS PRESENT: Planning & Community Economic Director Aaron Qualls, Planner Ryan Shea (minutes), Public Works Director Amanda Wilson

Chairman Riggs called the meeting to order at 5:30 p.m.

Crettol introduced himself to the commission.

Matters from the Public: None.

Approval of the Consent:

Russell pointed out that he needed to be added as “present” to the minutes of September 4th. Commissioner Russell moved to approve as amended and Commissioner Kamp seconded to approve the minutes of September 4th. ***Motion passes unanimously.***

Agenda Item C: Request for Spring Creek PUD Setback Minor Modification

Russell disclosed that he worked for the engineering firm that originally subdivided the land. He said his involvement was fairly limited and would not impair his judgement to be impartial in this matter.

Qualls began the presentation by saying that as part of the PUD (Planned Unit Development) requirements there is a standard 25’ setback along the boundaries of all PUDs. Additionally, there are two more 25’ easements: a fence and utility easement. Qualls said that the utility easement is being reduced to 10’ administratively and is not to be considered by the Commission tonight. The applicant has requested that these 25’ setbacks be reduced to 10’ for 3 lots within the Subdivision: Block 2, Lot 3, and Block 1, Lots 1 and 6. Qualls clarified that tonight is not a public hearing but instead a determination if the request is in conflict with the public interest.

Comments:

- Intermax is neutral on the request and does not have any utilities in the area.
- Scott Richardson writes that “... I live at 312 Creekview Court Sandpoint Idaho. I live next to block 2 lot 3 and I fully support easement adjustment because all I have right now is a weed farm next to me doing this adjustment will be allowed to put in a normal sized home which would fit with the neighborhood instead of a skinny 2 story which was planned.”
- Doug Burris of 3210 Spring Creek Way states that he is neutral and comments that “The plat date is 05/29/07, 11 years ago. I have to believe that there was some approved

methodology to the original lot demarcations and fail to see why the requested deviations are warranted given the relative short time frame since designations were made. Still lacking any experience I fail to see any direct detriments to the proposed changes and welcome further discussion on this issue.”

- Avista Utilities supports the request.

Qualls said that staff has recommended the Commission consider eliminating the entire length of the 25' PUD setback so that future applicants do not have to go through this process all over again. Riggs said that there does not appear to be anything in the staff report saying that reducing the setback is creating a problem from the city's standpoint. Qualls said that is correct after speaking with the city's departments, stakeholders, and the submitted comments.

Doug Smith addressed the commission and said that Aaron summed it up well. He said that reducing the setback/easements would make it much easier to build on these lots.

Strauss asked staff what the purpose of these 25' setbacks are. Qualls said that PUDs are typically ways to get additional density and that at the time the 25' setback was a way to mitigate issues with nearby properties. Strauss asked what the current regulations are for this if the 25' PUD requirement was never present. Qualls said that the current setback regulations are normally 5' from the side and 15' from the rear. Qualls clarified that a 10' utility easement would remain in place. Kamp asked if the 25' setback makes the parcel unbuildable. Qualls said that the 25' setback encumbers large portions of the lots but doesn't make them unbuildable. Russell asked Wilson if Public Works had any concerns about the applicant's proposal. Wilson stated that they did not. Strauss asked if the setback standards as pointed out on the original plat needed to be included on the new plat.

Qualls suggested that the Commission also consider including the fence easement in the motion. Russell asked what the minimum build-to line would be if the easement was eliminated. Qualls said it would be down to 10' due to the remaining 10' fence and utility easements. Russell said that he is not comfortable to go down to 5' and that 10' is more suitable.

Crettol asked if Boyer was ever expanded would the expansion encroach into the 25' setback. Qualls clarified that if Boyer Ave was expanded that it would occur in the currently existing right-of-way and not on the lots in question.

Staff clarified for the commission how far from the travel lane the property line is, roughly 13.5' and then adding in the 10' setback would make it 23.5'. Wilson said that on an Interstate the distance would be 30' to an obstruction so that 23.5' is more than enough to buffer traffic from any structure built on these lots.

Crettol asked if Alternative #2 eliminating the entire 25' setback along the subdivision would be from the roundabout. Qualls said no it is just the length of the subdivision. Strauss said he was not comfortable with eliminating the entire length of the setback.

Strauss motioned that Sandpoint Planning Commission, after consideration of the criteria and relevant standards of Idaho Code and Sandpoint City Code, AGREE the request by Larry Toppenberg for a modification to the Spring Creek Planned Unit Development to eliminate the boundary setback of 25' and reduce the fence easement setback to 10' on Block 2, Lot 3, and

Block 1, Lots 1 and 6 is a minor modification to the Planned United Development approved on December 21, 2005. The reasons for approving this request are that the request is not in conflict with the public interest and the requested modification is consistent with the overall planning goals and objectives outlined in the Comprehensive Plan. Crettol seconded the motion. ***Motion passes unanimously.***

Commissioner Meyers joined the commission at 6:04 pm.

Agenda Item B: Review and Discuss Sandpoint City Code Title 9, Chapter 5, Off Street Parking and Loading Facilities

Qualls said that City Council proposed minor changes and that they were unsure on the standards for the deregulated zone and provided no clear direction.

Qualls said that one of the proposed changes was the addition of an annual reporting requirement to ensure that applicants getting off street parking credit for providing affordable housing continued to meet the requirements for providing it as agreed upon on. If the applicant no longer provides affordable housing then they must install additional off street parking. Qualls clarified that Planning Staff would be the ones to administer this.

Qualls next went over hard surfacing requirements, §9-5-6, and said staff went over whether or not all parking lots in all zones should be hard surfaced. Qualls said currently any off street parking currently is required to be hard surfaced.

Russell asked if there would be any stipulation for ADA parking spots in Industrial zones and how removing the hard surfacing requirements would affect ADA spots. Staff said that the ADA areas would still need to be maintained to standards. Russell wondered if there is any concern about tracking dirt onto city streets. Wilson said ultimately these projects would need to be reviewed/approved by the City Engineer. Russell suggested considering having a certain percentage of spots required to be hard surfaced and then everything else can be gravel.

Riggs asked staff why the removal of this standard? Why would we want to dilute this standard and go backwards? Qualls said that parking lot improvements can oftentimes get in the way of economic development. Kamp said that asphalt lots tends to not stand the test of time with heavier equipment and that rock lots would provide a level of flexibility for an applicant. Wilson said that there are some types of uses that shouldn't be paved, like a concrete batch plant and that having some flexibility in Industrial zones might make sense.

Riggs asked for clarification on what the Commission needed to do tonight on this agenda item. Qualls said that if the Commission is comfortable where the ordinance is tonight they can choose to schedule a public hearing at one of the next meetings. Riggs asked the Commission how they felt about leaving some unpaved areas in Industrial zones. Russell said that he would be more comfortable with a certain percentage of Industrial lots be paved (e.g. areas for employees). Crettol asked if the City Engineer could review these proposals. Wilson said yes he could comment on this. The commission agreed to incorporate some language addressing this.

Qualls next went over the code for Wheel Blocks and suggested rewording the requirements for wheel blocks that they "may" be required because wheel blocks can pose problems in some

circumstances like snow removal. Riggs suggested explicitly restating the wording to say “may be required by the city.” Qualls said staff could add that change.

Crettol said that the boundary of the deregulated area was discussed for the first part of the meeting. Russell said that there didn’t seem to be any kind of clear direction on this issue from City Council. Qualls asked the Commission if they wanted to continue working on it at these meetings or move forward to a public hearing with what they have now. Riggs said the Commission has already spent a significant amount of time on this code. Riggs suggested moving forward to public hearing. Russell said that at the City Council meeting a suggestion was brought up to reduce parking requirements by half in the expanded zone. Qualls said that this was a suggestion by the member of the public. Russell said that some Council members seemed uncomfortable with completely deregulating parking in the expanded zone and this was brought up as a compromise. The commission agreed to move the code forward to a public hearing for the November 6th meeting.

Kamp asked if a CUP (Conditional Use Permit) comes into play on any of these requirements. Qualls said that no, from tonight’s conversation it sounds like the City Engineer would be the approval method for the hard surfacing requirements. Wilson asked if a CUP could be used instead. Qualls suggested that CUPs can add a significant amount of time to the development process. He also said that a variance could be sought for relief of any requirements that were presented an undue hardship.

MATTERS FROM STAFF: Wilson gave a quick update on Downtown construction. Wilson said that most of the construction downtown should be wrapped up around October 12th. Wilson said that Public Works is endeavoring to give the public a better idea of the construction windows moving forward. Wilson said that the city has also been tracking revenues of the businesses along Cedar and most of the businesses have actually seen an increase in revenues despite the construction.

Russell asked Wilson if more human scale street lights will be installed. Wilson stated that 25 of them are slated to be installed but are slightly postponed because they are being funded by a grant and won’t be installed around Thanksgiving.

Qualls said that Bonner County is applying for a community assistance grant for wildfire planning.

ADJOURNMENT: The meeting adjourned at 6:41 p.m.

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REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
September 19, 2018

OPENING Mayor Rognstad called the regular meeting of the City Council to order at 5:30 p.m. on Wednesday, September 19, 2018, in the Council chambers at City Hall, 1123 Lake Street.

ROLL CALL Council members Ruehle, Aitken, Aispuro, Darling, Williamson and Eddy were present.

PLEDGE OF ALLEGIANCE Mayor Rognstad led the Council and the public in the pledge of allegiance to the flag.

ANNOUNCEMENTS

Mayor Rognstad announced that public hearings will be held on the proposed silicon smelter in Newport, Washington, this evening in Newport and tomorrow night in Priest River at the Priest River Event Center, from 6:00 p.m. to 9:00 p.m. Persons can also provide comments on the Washington Department of Ecology website. The comment deadline has been extended to October 26, 2018. He anticipates that City Council will be approving formal comments to this issue during their regularly scheduled meeting on October 3, 2018.

City Administrator Jennifer Stapleton announced that the City launched the Engage Sandpoint app last week. Those using Android devices can download and install the Engage Sandpoint app from Google Play . Those using iPhones or other Apple devices will need to install the SeeClickFix app from the App Store, then search for City of Sandpoint. Engage Sandpoint is also accessible by visiting the City's website and Facebook page. Citizens can report issues and review what issues have been reported, along with the City's response. **Mayor Rognstad** added that the City of Sandpoint is the first city within the Pacific Northwest and the State of Idaho to have this particular app available.

Councilwoman Ruehle noted that a City resident utilized Engage Sandpoint to report a boat that was sinking at the City Marina. She commended City staff on their quick response. She announced that Schweitzer Mountain Resort provided a free chair lift ride to volunteers on Saturday morning for their work on the trail that connects to the Bureau of Land Management property. The Pend Oreille Pedalers are continuing their work on the watershed trail.

Mayor Rognstad announced that Kendon Perry, who currently serves on the Urban Renewal Board, and Heather Upton, who serves on the Historic Preservation Commission, have communicated that they are interested in serving another term. He said he is appointing Gregory Crettol to serve on the Planning and Zoning Commission in order to complete the term of Mark Remmetter, who recently resigned. He acknowledged Kendon Perry, Heather Upton and Gregory Crettol for their willingness to serve.

He thanked those who submitted applications with interest in serving on the Planning and Zoning Commission. After review of the structure of the City's volunteer citizen committees and commissions, there will be additional openings on various committees and commissions within the next few months, and the Mayor encouraged those who applied to

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serve on the Planning and Zoning Commission to consider applying to serve on other committees or commissions.

CONSENT CALENDAR

Councilwoman Williamson moved that items A-1 through C-3 be approved.
Councilwoman Ruehle seconded the motion.

A roll call vote resulted as follows:

Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Aispuro	Yes
Councilman Darling	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes

The motion passed by a unanimous vote of Council.

A. MINUTES

A-1 City Council regular minutes of September 5, 2018

A-2 Planning and Zoning Commission minutes of August 21, 2018

A-3 Urban Renewal Board minutes of August 7, 2018 and August 21, 2018

B. Bills in the total amount of \$1,435,740.12; \$894,360.09 for regular payables and \$541,380.03 for payroll.

C CONFIRM APPOINTMENTS TO CITY COMMISSIONS, ADVISORY COMMITTEES, AND BOARD

C-1 Heather Upton, Historic Preservation Commission, October 1, 2018 – September 30, 2021

C-2 Kendon Perry, Urban Renewal Board, October 1, 2018 – September 30, 2021

C-3 Gregory Crettol, Planning and Zoning Commission, September 19, 2018 – March 31, 2019

NEW BUSINESS

D. CITY COUNCIL WORKSHOP – DISCUSSION OF PROPOSED CHANGES TO OFF-STREET REQUIREMENTS AND LOADING FACILITIES

Mayor Rognstad recessed the regular meeting and convened into a workshop at 5:42 p.m. Planning and Zoning Commissioners Gregory Crettol, Tom Russell and Slate Camp attended.

Planning and Economic Development Director Aaron Qualls reported that, in 2009, City Council reduced parking requirements for residential uses city wide from two spaces per unit to 1.4 spaces per unit. At that same time, parking minimums for buildings within the boundaries of First Avenue, Cedar Street, Fifth Avenue and Pine Street, plus one-half block extending outward, were eliminated. The elimination of parking minimum requirements within and just outside of the downtown core has allowed for building use changes and expansions that would have likely not been feasible otherwise. Some examples include

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Joel's Mexican Restaurant expansion on Church Street, the Pend d'Oreille Winery (Belwoods) building expansion on Cedar Street, the Hive use change and remodel on First Avenue, as well as the Kochava Mobile Analytics Headquarters remodel and use change. Several projects outside the boundaries have been stalled due to parking requirements. In discussion with local land owners and developers, several other projects located just outside of the downtown core within the Commercial A zone have been discussed but have run into issues, such as new development at the Granary site, the vacant lot located on south Poplar and the condominium building located on Sand Creek. There are substantial fees associated with parking requirements. These issues were discussed with the Planning and Zoning Commission.

The most significant proposed change is consideration of expanding the deregulation area for non-residential uses only. This area expands to Poplar, Sixth Avenue, Lake Street and along the edge of Sand Creek. A reduction in off-street parking pushes parking to the street and presents enforcement challenges. If developers of current projects are unable to create on-site parking, they are charged \$10,000 per parking space that they can't provide for non-residential use only, would have to demolish a portion of or the entire building or they can attempt to enter into a shared parking agreement approved by the Planning and Zoning Commission. There is a specific dedicated fund for parking, and City Code allows the funds to be used for a parking study, a parking structure or the purchase of parking meters. It requires a mixed-use component within the Commercial A zone. Residential use requires parking spaces based on the number of units; commercial use is based on square footage. Currently, residential units larger than 1,000 square feet require 1.4 parking spaces per unit. The proposal is to revise minimum parking standards for residential uses by creating a provision for multi-family units smaller than 800 square feet, with one space required. Two parking spaces would be required for detached single family units in excess of three bedrooms.

Mayor Rognstad pointed out that, two years ago, Kaniksu Health Services approached City Council with a proposal to move downtown, requesting up to 120 parking spaces. It's important to look at how we can encourage more off-street parking by generating revenue for structured parking at the City parking lot or other areas in town. We should look at the parking in-lieu fee structure. He supports the credit system proposed by the Planning and Zoning Commission.

Councilman Eddy said that there should be consideration of implementing a parking fee at City Beach. The rates would be based on residency, with no charge for City residents. **Mayor Rognstad** said that the City's downtown off-street parking was restructured a couple of years ago because business owners and employees were parking on downtown streets and shuffled parking every two hours, which was discouraging downtown shoppers. Free parking at the City parking lot has provided more downtown parking on the streets. We could consider an all-day option for employers/employees to encourage more parking downtown.

Commissioner Slate Camp said there could be more parking available by utilizing the downtown private parking lots. A meeting with downtown businesses could be held to

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discuss incentives. City Administrator Jennifer Stapleton noted that the goal to conduct a parking study, according to the City's Strategic Plan, is within the subsequent fiscal year when First Avenue renovation is completed, in order to have a sense of the number of parking lots and their usage.

Steve Holt said that it's important to discuss the revenue stream for future parking, but mixing it with deregulation jeopardizes this issue. **Mayor Rognstad** felt expansion of the boundaries could be discussed separate from the funding issue but is uncomfortable with limited parking downtown. Jennifer Stapleton said that, in the areas where there's a mix of commercial and residential, there's an enforcement issue for adequate parking. Police Chief Corey Coon pointed out that the biggest issue with commercial zones is the concern with residents parking near the commercial area and the difficulty of regulating these parking zones. It will become more challenging when commercial expands into residential areas. The outside boundaries are more challenging.

Aaron Qualls said that the next step is for the Planning and Zoning Commission to hold a public hearing. This issue would come back to City Council within the next two months. City Council could have another workshop to review the other proposed provisions to City Code. **Councilwoman Williamson** asked if there could be a trial period for new proposed commercial development. **Mayor Rognstad** suggested treating new development similar to a conditional use permit process. A new business or a change in use could apply to be deregulated and not be required to meet parking requirements. They could approach the Planning and Zoning Commission on how they could mitigate the impact on neighboring businesses, with the Commission considering requests on a case by case basis. The Commission could consider whether it would be appropriate to deregulate based on the type of business and location. This would provide time to develop a long-range plan for parking regulations. **Councilwoman Williamson** felt that, instead of looking at what other cities do, data should be considered in order to make informed decisions. The Planning and Zoning Commission could explore this issue. Looking into the contentious issue of deregulation within the downtown core is worth exploring.

Councilman Aispuro referred to City Code regarding parking credits for affordable housing deed restrictions. He asked what qualifies as affordable housing. Aaron Qualls explained that at least 50% of the units are to be deed restricted for a minimum of ten years. Affordable units provide that no more than 40% of tenant household income shall go toward the payment of rent. City staff would have a copy of the recorded deed on file with the development agreement. Jennifer Stapleton stated having a copy of the deed restriction does not provide guarantee that they are in compliance during the ten-year period. She suggested requiring annual reporting.

Aaron Qualls said the Planning and Zoning Commission reviewed deregulating the entire Commercial A zone and removing the change of use provision. There was also discussion that, for property not within the boundary, parking requirements are for only the first 5,000 square feet. Commissioner Tom Russell said that a guiding principle for him is that, instead of planning too much around the automobile, moderate accommodations should be made for vehicles, so that people can consider other means of transportation. Aaron

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Qualls said that the goal is to have balanced regulation. A member of the public commented that it's a perception that there's not enough parking downtown; there's plenty of parking. The issue is that employers and employees park near businesses, preventing customers from using these spaces. The City parking lot is full every day. Revenue is needed for the City Beach parking lot. Ward Tolbom noted that he was involved with the Hudson Parking Study. This study determined that the City had parking needs, and it was a people problem.

Mayor Rognstad reconvened into the regular meeting at 7:20 p.m.

ADJOURNMENT The meeting adjourned at 7:20 p.m.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

**SANDPOINT PLANNING COMMISSION MEETING
5:30 P.M. CITY HALL COUNCIL CHAMBERS
MINUTES OF AUGUST 21, 2018**

COMMISSION MEMBERS PRESENT: Tom Riggs, Danny Strauss, Slate Kamp, Mark Remmetter, Cate Huisman, Jason Meyer

COMMISSION MEMBERS ABSENT: Tom Russell

STAFF MEMBERS PRESENT: Planning & Community Economic Director Aaron Qualls, Planner Ryan Shea (minutes)

Chairman Riggs called the meeting to order at 5:30 p.m.

Matters from the Public: None.

Approval of the Consent:

Commissioner Remmetter moved to approve and Commissioner Strauss seconded to approve the minutes of August 7th. **Motion passes unanimously.**

Agenda Item B: Review and Discuss Sandpoint City Code Title 9, Chapter 5, Off Street Parking and Loading Facilities

Qualls presented the Commission a map of the redrawn parking deregulation boundary and asked if it was accurate. Remmetter said it looked accurate based on his recollection. The commission agreed.

Qualls moved onto the next series of proposed changes to the parking ordinance. Qualls said that he has made a series of changes. Qualls first presented the draft language for replacing the joint use provision, entitled "Shared parking reduction." He presented two versions: One in which the uses do not overlap in hours and one in which they do. In the instance where the uses do not overlap in hours, the greater of the two uses shall determine the number of spaces. In the instance where uses overlap, a reduction in spaces required can be reduced by a parking demand analysis and at the discretion of the Planning Director. Additionally, shared parking reductions would be required to provide pedestrian connections between the parking lot and properties and the properties must be within 1,000 feet of each other. Riggs noted for the record Commissioner Jason Meyers entered the meeting. Riggs wondered how these agreements would be affected as business hours change. Qualls said he would include language addressing this in the next draft. Riggs asked what form of this document would take on, a deed restriction or some other document acceptable to the County. Qualls said that the recorder will accept most documents and whatever is recorded will come up in a title search. Huisman asked about visitors not using the shared parking if the parking is too far away and instead uses available on street parking. Kamp said if there are on-street spaces available then there's not really a problem. The commission talked about signage helping alleviate this. Qualls said that signage was a provision in

other codes. Riggs wondered how far 1,000 feet is in the context of Sandpoint. Qualls said one city block is typically about 600 feet. Qualls said research shows typically people will not want to walk more than 1,500 feet.

Qualls said that the references to Public Works approval being required were removed per the Public Works Director's recommendation.

Qualls said that lighting standards were simplified and collected into one section since different standards were mentioned in different sections. Qualls also said that high pressure sodium lights would be required. Beyond this, there were little changes to lighting.

Qualls said changes were also made to wheel block language to address parking close to walkways and buildings. Qualls said the intent is to restrict vehicles from hitting buildings or encroaching into pedestrian walkways. Qualls said he would be working with Bruce Robertson in Public Works to finesse this language.

Qualls asked the Commission if they preferred that landscaping standards be required to come to them for deviation or if the Planning Director could make the determination administratively. Riggs said he agreed that Planning Commission did not need to review this.

Qualls said that he has slightly changed the off street parking dimensional standards. Most of the tweaks were changes to driveway width and stall sizes to make them more consistent with other city's codes. He has consulted with the City Engineer on these standards as well. Qualls said that he is also proposing to put a graphic diagram showing the standards as part of the code.

Qualls said that he has started work on the Minimum and Maximum Surface Parking space requirements code but said that there is no easy way to refine the numbers in this section of code. Qualls said that cities handle this section very differently. Riggs asked why multifamily development requires 1.4 spot per unit and Cottage Housing/ADUs require less. Shea said that Cottages/ADUs have size limits while multi-family units can be much larger. The commission discussed the allowances for these. Strauss said that he feels that 1 spot for ADUs is completely sufficient since ADUs can only be 650 square feet. Strauss said that he agreed that 1.4 seemed like a good number for a multi-family development. Qualls said that some cities offer credit for providing on-street parking requirement. Kamp asked how enforcement happens with on street parking. Qualls said that the Community Resource Officers regularly patrol for parking violations like abandoned vehicles that have been parked for too long.

Qualls next went onto the parking maximums. Qualls said that some uses require a minimum and maximum, an exact number, which can be an unrealistic number in some cases. Qualls suggested changing the maximum number to an increase in a percentage

over the minimums. Qualls also said that he missed putting in the percentage in the “Institutional” section and would change that.

Qualls went onto a section he added based on research in Boise’s code. This section gives parking credits/reductions for certain uses. Qualls said that the existing bicycle credit was moved to this section. Qualls also added a section allowing a 20% reduction when within 1,320 of a public transit stop. The next addition provides a reduction of 20% of off-street parking for affordable housing. Qualls suggested adding a deed restriction to this requirement so that the housing remains affordable by deed restriction for at least 10 years.

Strauss asked what Section 9-5-18: Quantity and Type is. Qualls said it refers to loading zones but the title is very misleading and he is planning on clarifying this in a future code revision.

Qualls went on to In-lieu Parking Fees next. Qualls stated that currently in-lieu parking fees currently only applies to commercial uses in Downtown only. Qualls said he made changes having this apply to all uses anywhere in the city. Strauss said that he agrees with making this citywide. Qualls said that few developers take advantage of this but the money that goes into the fund can be used for parking relief such as a parking garage.

MATTERS FROM STAFF: Qualls said that the schedule going forward is looking more closely at the use table and landscaping requirements of the Off Street Parking requirements for the first meeting of September – the day after Labor Day.

Qualls said that staff is meeting with a committee called the Bonner Regional Team to tackle housing issues in the region.

Remmetter said that due to his anticipated absences he feels like he should resign. The commission thanked Remmetter for his service.

ADJOURNMENT: The meeting adjourned at 6:34 p.m.

**SANDPOINT PLANNING COMMISSION MEETING
5:30 P.M. CITY HALL COUNCIL CHAMBERS
MINUTES OF AUGUST 7, 2018**

COMMISSION MEMBERS PRESENT: Danny Strauss, Slate Kamp, Mark Remmetter, Tom Riggs, Tom Russell, Cate Huisman

COMMISSION MEMBERS ABSENT: Jason Meyer

STAFF MEMBERS PRESENT: Planning & Community Economic Director Aaron Qualls, Planner Ryan Shea (minutes)

Chairman Riggs called the meeting to order at 5:30 p.m.

Matters from the Public: None.

Approval of the Consent:

Commissioner Riggs said that the July 17th minutes should point out that Commissioner Strauss was the one who called the meeting to order and that the first sentence in the first paragraph needed to be clarified. Commissioner Huisman moved to approve the minutes as amended and Commissioner Remmetter seconded to approve the minutes of July 17th. **Motion passes unanimously.**

Agenda Item B: Review and Discuss Sandpoint City Code Title 9, Chapter 5, Off Street Parking and Loading Facilities

Qualls went over the proposed changes to the deregulation boundary. Huisman asked why the Safeway/Super Drug property was not included. Strauss said that his primary concern is that this area is not really part of the downtown core. Riggs asked why the area North of Cedar and West of Short Ave seems to be solidly residential and wondered why it is included in the deregulated area. Qualls clarified that most of this area is zoned Commercial. Strauss said that he could see the area along 6th Ave becoming commercial uses in the future much like other areas where homes are being used as professional offices. Remmetter said he thinks that the boundary line was discussed coming down Short Ave instead of 6th. Strauss suggested that the line be moved to Short Ave when reaching Alder St. The commission agreed with Strauss' proposal. Strauss asked if the current deregulated core is changing at all. If someone wanted to build residential uses in the current deregulated core they would not have to provide any parking. Qualls stated yes, and residential would be the only uses that have to provide parking requirements in the expanded area.

The commission watched a video about how off street parking shapes the landscape in America. The video offered 3 recommendations to help parking problems: get rid of off-street parking requirements, provide on-street parking meters, and charge an appropriate rate so that there is always a few open parking spots.

Qualls said that the plan is to look at the entire off street parking code and that there are lots of models from other cities that can be explored. He hopes to bring that up at a future meeting. Qualls said that there were 3 things he wanted to discuss tonight: go over the proposed boundary for the expanded deregulated area, talking about joint use provisions, and parking dimensions.

Riggs said that he feels like the commission is settled on the boundary and suggested moving onto talking about the joint use provision. Qualls said that currently the Joint Use Provision only applies to nonresidential uses only. Qualls asked if the Commission wanted to expand this language to include residential uses. Huisman asked what it would take to provide an approval for a joint use agreement. Riggs said he feels like staff can simply make a determination. The commission agreed that having staff handle this would be ideal and to come back with some language to show this.

Next up, Qualls presented to the Commission the current dimensional standards for parking spaces. Qualls presented proposed dimensional standard drawings that the commission could use instead. In general, dimensions in these new standards are slightly reduced over current code requirements. Qualls gave a synopsis of what's being changed here: parking space width, parking space depth, and driveway width. Strauss agreed and said if an owner wanted to construct larger parking spaces they could do so. Qualls clarified that these standards would apply to all development of off-street parking, regardless of whether it is in the deregulated areas or not. The commission agreed that these changes make sense.

Qualls also said that the Tree Canopy Coverage standards in the code should be clarified so that staff can more easily administer them. Specifically, the current code states that the tree canopy coverage says that a parking lot needs 25% of the parking lot needs to be covered by canopy in 10 years. Qualls said that the proposed change would be 30% of the parking lot be covered by canopy cover when trees meet maturity.

MATTERS FROM STAFF: Qualls said that there may be a minor modification of a Planned Unit Development coming to the Commission at a future meeting. Qualls said that the Commission could also assess the "Minimum and Maximum Surface Parking Space Requirements" table for a future meeting.

ADJOURNMENT: The meeting adjourned at 6:28 p.m.

**SANDPOINT PLANNING COMMISSION MEETING
5:30 P.M. CITY HALL COUNCIL CHAMBERS
MINUTES OF JULY 17, 2018**

COMMISSION MEMBERS PRESENT: Danny Strauss, Jason Meyer, Slate Kamp, Mark Remmetter

COMMISSION MEMBERS ABSENT: Tom Riggs, Tom Russell, Cate Huisman

STAFF MEMBERS PRESENT: Planning & Community Economic Director Aaron Qualls, Planner Ryan Shea (minutes)

Commissioner Strauss called the meeting to order at 5:30 p.m.

Matters from the Public: None.

Approval of the Consent:

Commissioner Remmetter moved to approve the minutes as amended and Commissioner Kamp seconded to approve the minutes of June 19th. **Motion passes unanimously.**

Agenda Item B: Review and Discuss Sandpoint City Code Title 9, Chapter 5, Off Street Parking and Loading Facilities

Qualls started the staff presentation by stating that the current Off Street Parking and Loading Facilities code states that if a property changes use this triggers all required standards of Title 9, Chapter 5 (parking spaces, paving requirements, landscaping, etc.). Qualls said he also made a change to the code where an applicant could get parking relaxation from the Commission and changed it so the applicant could administratively be required less off street spots so long as they supplied an engineered traffic study to prove it. Qualls also asked the Commission to consider if a use change should trigger the full requirements of the off street parking code. Qualls went on to say that downtown Sandpoint would not exist today if it was originally built out with today's off street parking requirements. Qualls asked the Commission if they were comfortable with leaving parking requirements up to the market to determine.

Strauss agreed that leaving parking up to the market is a reasonable approach. Strauss said that the deregulated zone has worked to create a walkable downtown and asked if the commission wanted to expand it. Strauss said that the change of use language is important to consider since there are so few infill/new development opportunities near downtown. Qualls provided the example of a 2,000 square feet single family home changing to a retail business to go from 1 parking spot to 6 parking spots.

Qualls stated that with the improving economy that the City has been seeing additional needs for parking. Qualls stated that based on research from a recent study parking in the city lot and going to your destination is the same amount of time as it takes to park at Walmart and walk into the store. Qualls said that as downtowns build out it is common to have longer walks to your destination. As the city builds out Qualls sees the construction of a parking structure on somewhere like the city parking lot as a potential. However, if off street parking requirements remain fairly high and a parking structure is constructed, the use of the parking structure would not be able to charge enough to pay it off as people would simply park elsewhere. Qualls also gave some background on how off street parking requirements can change the value of land. By requiring more parking spaces the value per acre goes down, spreads cities out, and ultimately decreases walkability.

Remmetter is in favor of adding language to have a professional engineer perform a study to decrease parking requirements for a project since each project is unique. He agrees that deregulation is needed in the downtown core and expanding it slightly might be appropriate.

Strauss said that he is not in favor of completely exempting Commercial A from parking requirements. He is in favor of slightly expanding the current deregulated zone. Remmetter agreed that this approach supports more opportunities close to the core area. Qualls gave some examples of affected properties right outside the current deregulated zone. Strauss felt that expanding it Westward to 6th Avenue is appropriate as he believes much of the area west of 5th has potential to become more like the Downtown development pattern. Strauss said that he feels residential should still be required to put in off street parking. Kamp agreed and suggested taking an incremental approach by expanding it slightly outwards.

The commission spoke about sharing parking when uses do not share business hours such as commercial and residential.

Remmetter said that the commission had previously discussed expanding the deregulated zone Southward to Lake and Westward to 6th. Kamp said he was thinking that expanding it Northward all the way to Larch. Qualls said this would help the First American Title building. The commission spoke about the Safeway parcel and parking lot. Remmetter said if a restaurant went in here it would be a good candidate for shared parking. Strauss said that he was hesitant to deregulate the property west of 5th that Jack in the Box sits on because this isn't the downtown core. Qualls said that 5th Avenue could be narrowed so that on-street parking could be provided to at least one side of the street to help alleviate parking in this area. Qualls also stated that buildings that are built very close to the street tend to slow cars down as well.

Strauss pointed out that if the deregulated zone expands it would expand to include residentially-zoned parcels. He wondered if these residential properties would be deregulated. Qualls suggested that language could be put in that only commercial-

zoned properties be allowed to be deregulated. Kamp said that this type of deregulation might promote the use of off-street parking in residential neighborhoods near commercial uses in the deregulated zone. Strauss said that it sounded like there is a consensus to make the deregulated zone just for commercial uses. Strauss also said that the commission should at least consider deregulating off-street parking for all of Commercial A for commercial uses.

Qualls went over some of the examples presented in the staff report. In Coeur d'Alene Qualls stated that when expanding over 25% parking requirements come into effect which has inhibited development in the downtown core.

Qualls asked if the commission wanted to consider changing the "change of use" aspect of the parking code. All commissioners present agreed that keeping it in code is important. Strauss said that creating a relief valve mechanism is important for the change of use projects and it may even be appropriate to not require an engineer and just be a staff review. Qualls said he would like to avoid making subjective calls. Strauss asked if the relief mechanism applies to all zones. Qualls stated yes, as it currently reads.

Strauss said that changing use at a building like the old Loaf and Ladle building would trigger full parking requirements, even if it is a 1-man attorney office. Currently there is room for only 2 or 3 off-street parking spots behind it. Therefore, having a relief valve is important for these types of projects.

Qualls recapped and said that the commission sounds like they approve of the language to add a relief valve, make no changes on the change-of-use requirement, add clarification that deregulating parking in the core and other areas only applies to minimum parking spots required and not to design standards, and expand the deregulated boundaries. They feel that expanding northward to Poplar and westward to 6th.

The commission discussed where the southern boundary should be placed. Strauss said that he felt that the area to the South of the current boundary may not be appropriate to be deregulated. Kamp agreed. Remmetter said that it should be expanded in all directions including the South. Meyer agreed.

Qualls suggested that at the next meeting the commission refine the boundaries and draw something up with the rest of the commissioners.

MATTERS FROM STAFF: Qualls told the commission that the Historic Preservation Commission recently expanded the Historic District.

ADJOURNMENT: The meeting adjourned at 7:11 p.m.

**SANDPOINT PLANNING COMMISSION MEETING
5:30 P.M. CITY HALL COUNCIL CHAMBERS
MINUTES OF JUNE 19, 2018**

COMMISSION MEMBERS PRESENT: Tom Riggs, Danny Strauss, Tom Russell, Cate Huisman, Mark Remmetter, Slate Kamp

COMMISSION MEMBERS ABSENT: Jason Meyer

STAFF MEMBERS PRESENT: Planning & Community Economic Director Aaron Qualls, Planner Zachary Kadin (minutes)

Chairman Riggs called the meeting to order at 5:30 p.m.

Matters from the Public: None.

Approval of the Consent:

Huisman said on page 2 to amend the sentence “Huisman suggested that we could maybe prioritize the parking relief to density.” to “Huisman suggested that we could maybe use parking relief to prioritize construction of housing for the missing middle.”

Huisman motioned, Russel seconded to approve the minutes as amended. Motion passed unanimously by members present. Remmetter Abstained.

Agenda Item B: Review and Discuss Sandpoint City Code Title 9, Chapter 5, Off Street Parking and Loading Facilities

Staff presentation:

Qualls stated that the last significant change to the parking ordinance was in 2009, which included the parking requirement deregulation of the downtown core and a half block out. He stated the downtown core has seen a significant amount of investment that would have otherwise been unfeasible under the previous off-street parking requirements. Examples include: Joel’s Mexican Restaurant (would have required 7 additional parking spaces), Ponderay Winery, and Kochava (would have required 88 additional parking spaces). Qualls stated that potential developments just outside the downtown core have been inhibited by the current off-street parking requirements. Qualls stated that missing middle housing has been burdened by the current off-street parking requirements outside of the deregulated zone.

Qualls provided examples of what other communities have done to provide relief for off-street parking requirements. Spokane, Washington has deregulated parking in their downtown core and surrounding areas and have reduced parking minimums in zones similar to Sandpoint’s Mixed Use Residential. Ketchum, Idaho and other cities have allowed for a relief valve for reduced parking requirements in residential zones if a licensed Idaho engineer could show the parking requirements were less than what the

code mandated. Coeur d'Alene, Idaho has not had an influx of buildings expanding in their downtown. Coeur d'Alene requires full off-street parking requirements if a building expands by 25% or more in their downtown. Qualls presented a map of the current deregulated zone.

Qualls provided four potential options to continue discussing the current deregulated zone.

1. Do nothing. Things are fine the way they are.
2. Extend the deregulation for all of the Commercial A zone.
3. Extend the boundaries for the deregulated area applying to commercial areas (MUR and CA) to Poplar Street, Boyer Avenue and Superior.
4. Extend deregulation only for commercial uses to all of the Commercial A zone and optionally decrease residential parking requirements.

Huisman wanted clarification on option 4. Aren't all uses in Commercial A zone commercial?

Qualls stated that residential is allowed in Commercial A zoned areas if certain requirements are met, i.e. behind or above a storefront.

Huisman questioned if reducing parking requirements would allow for the development of missing middle housing.

Qualls does not believe downtown condos would be the best way to satisfy the missing middle. Qualls stated the population of Sandpoint has grown by 5% in the last year.

Huisman questioned if reducing the parking requirements would encourage commercial development.

Qualls stated it would encourage all types of developments. Recently, parking requirements have been factors in potential developments not going forward.

Huisman questioned if relaxing the parking regulations in the commercial zone be beneficial to the missing middle.

Qualls believed the prices would be unaffordable in downtown developments for the missing middle.

Struass stated he is in favor of deregulating parking in all of the Commercial A zone. But the residential parking requirements should be kept high in downtown because those residents would be parking in spaces that retail users would have otherwise used. If the goal is to create workforce housing and develop missing middle housing, the parking regulations should be relaxed outside of Commercial A to residential areas close to downtown because those residents would be walking to downtown.

Remmetter is concerned that eliminating parking requirements in all of Commercial A because there's a lot of residential homes located in Commercial A zones. He is concerned on street parking will be taken up by commercial users.

Struass said he believes commercial businesses will provide parking even if it is not required.

Riggs said the parking deregulations in the downtown core has allowed for developments in the downtown core that would have otherwise not been feasible. He thinks it would be beneficial to expand the deregulated zone.

Russell and Huisman agree expanding the deregulated zone would be beneficial because potential developments are being hindered just outside of the current deregulated zone.

Kamp wanted clarification on what deregulated parking is defined as.

Qualls stated deregulated parking is only regarding the required parking spaces for development, not parking regulations for streets or parking lots.

Strauss is concerned he may need to recuse himself from the discussion due to a property he is listing that would potentially benefit from increasing the deregulated zone. He currently has a pending contract to sell to someone who wants to develop it in a manner that would trigger parking requirements.

Qualls asked Strauss if that will impair his ability to make an impartial recommendation.

Struass stated it will not impair his ability to make an impartial recommendation. Expanding the deregulated zone would allow for different uses in areas just outside the current deregulated zone. The Hive is a good example of the benefits.

The Commission discussed expanding the deregulated zone to include all of Commercial A zones for commercial uses only. They questioned if residential developments would require parking in the current deregulated zone.

Qualls stated they would not require parking. He also stated there have been potential developments in the current deregulated zone that have wanted to include parking, but there wasn't a place to put it.

Strauss wanted clarification how the deregulated zone affects developments such as the Seasons or "Condotel".

Qualls stated those are approved projects and must abide by their Planned Unit Development agreements.

Strauss questioned how Superior Street and First Avenue residential area that has some business uses as well. This area is the only area in the Commercial A zone that needs further consideration.

Qualls stated that historic areas were developed without parking requirements, which has allowed them to look the way they do today. First and Superior may benefit in the same way.

The commission discusses if parking for residentially owned areas adjacent to the Commercial A zone would be overrun with commercial users if the Commercial A zone was completely deregulated. They questioned if a company like Safeway would have been able to be developed without any parking if it was in the deregulated zone.

Qualls stated that is correct, however, larger franchise like Safeway would require parking spaces by the franchisee. Typically contemporary parking regulations error on the side of having more asphalt for parking spaces that aren't used a majority of the year.

Riggs suggest leaving the current deregulated zone the same, but eliminating the parking regulations for commercial uses in Commercial A zones.

Strauss wanted clarification on the differences between the different commercial zones.

Qualls stated they are based off of context areas as noted in the Comprehensive Plan. Commercial A is the most dense. Commercial B is less dense. Commercial C is the least dense. Qualls presented a map of context areas.

Kamp questioned if the work being done on Cedar would increase parking.

Qualls stated it would. Angled parking adds 50-60 new parking spaces.

Remmetter suggested enlarging the square of the deregulated zone. Increasing the square would focus the deregulation to the city core.

Strauss stated that if the square of the deregulated zone was enlarged residential areas should be included in the conversation.

Qualls told the commission that staff would come back with a rough proposal of deregulating off street parking requirements for commercial uses in the Commercial A zone without changing the deregulated zone.

New Business: None

Matters from Staff:

Huisman stated she will miss both of July's meetings and wanted to know what she will miss.

Qualls stated there may be a Planned Unit Development proposal. Qualls asked who else would be missing the July 3rd meeting.

Qualls stated City Council adopted the Short Term Rental ordinance and he is currently receiving quotes for enforcement software.

Adjournment: The meeting adjourned at 6:40 pm

**SANDPOINT PLANNING COMMISSION MEETING
5:30 P.M. CITY HALL COUNCIL CHAMBERS
MINUTES OF JUNE 5, 2018**

COMMISSION MEMBERS PRESENT: Tom Riggs, Danny Strauss, Tom Russell, Cate Huisman, Jason Meyer

COMMISSION MEMBERS ABSENT: Mark Remmetter, Slate Kamp

STAFF MEMBERS PRESENT: Planning & Community Economic Director Aaron Qualls, Planner Ryan Shea (minutes)

Chairman Riggs called the meeting to order at 5:30 p.m.

Matters from the Public: None.

Approval of the Consent:

Strauss said that on page 5 to amend the sentence “not in accordance” to read “in accordance.”

Commissioner Russell moved to approve the minutes as amended and Commissioner Strauss seconded to approve the minutes of May 15. **Motion passes unanimously.**

Agenda Item B: Review and Discuss Sandpoint City Code Title 9, Chapter 5, Off Street Parking and Loading Facilities

Qualls said that the discussion tonight evolves from a discussion that he had with Commissioner Russell about a week ago on how to promote more workforce housing. Qualls gave some background about when the city deregulated the parking requirements in the downtown core and has said that it has contributed to a pretty significant amount of investment in downtown. Examples include: Ponderay Winery Building, the Hive, and Joel’s Mexican Restaurant. Qualls said that during the construction of the bank building required the applicant to knock down some buildings to provide parking. Qualls said that the traditional downtown core never would have been able to be built as it stands with the current requirements. Qualls said that there has been interest from parties that are just outside the downtown core but have been inhibited by the off street requirements. Qualls showed the commissioners some examples of these properties on GIS. Qualls said that the granary parcel is a good example – half of it is within the exempted area and half out.

Qualls provided some examples of other communities and what they have done to provide some relief for parking requirements. Spokane, Washington has deregulated parking in their downtown area and reduced the parking minimums in other zones. Ketchum, Idaho has reduced the parking requirements in residential zones if a licensed engineer could show the parking requirements were less than the code dictated. Qualls said that excess parking requirements tend to spread cities out and encourage vehicular

travel instead of other forms such as walking or biking. Additionally, unused parking lots do not provide very much taxable value.

Qualls said that structured parking garages are about \$20,000/space and requiring some kind of public on-street charge is necessary at a certain point.

Qualls said that as part of this round of code change there could be other potential code changes like the tree canopy requirement in the off-street parking code.

Huisman stated that a relief valve like Qualls mentioned that would require an engineer to prove that less parking would be required what would the savings really be? Qualls said that a relief valve like that is just an idea at this point. Simply reducing the off-street parking requirement could be an option. Huisman asked if there have been any other communities that have gotten rid of parking requirements and experienced issues with too much on-street parking. Qualls said that this is a good point and without parking minimums it would be left up to the market. We wouldn't forbid developers to building parking, but it would be at their discretion.

Strauss felt that this is an important topic to discuss at this point. Strauss felt that off-street parking is very site-specific. Is there some way we could make a change in code that could provide flexibility like coming to the Planning Commission and ask for relief?

Huisman suggested that we could maybe use parking relief to prioritize construction of housing for the missing middle.

Russell reminded the commission that for commercial parking the nature of it is more transient than residential.

Riggs said that he's worried about too many cars flooding the streets of Sandpoint.

Strauss said that expanding the exemption area may not be going far enough. Providing relief to multi-family residential areas that are further out may be critical.

Russell suggested expanding the de-regulated zone and create a relief valve for other areas. Huisman asked if expanding commercial uses is also an issue. Qualls responded yes. Huisman asked if the commission could deregulate just within the Commercial A zone. Qualls said that the commission can recommend any change they would like to.

Strauss asked if there have been any studies done on the change of use of vehicles. Russell suggested that the lack of on-street parking spots would encourage more people to use alternative modes of transportation.

Riggs suggested that an incremental approach might be best like a modest expansion of the deregulated zone.

Qualls reminded the commission that de-regulation of parking isn't the only potential change that's on the table – changes like reduction of setbacks may also encourage more infill and multi-family development. Strauss requested that staff look deeper into minor tweaks that could encourage multi-family residential use. Strauss said that many developers have issues with high cost of fees in regards to multi-family developments.

Huisman stated that she doesn't necessarily agree with Strauss and Riggs. Huisman suggested focusing on providing ways to obtain an exemption from the requirements at a reasonable cost.

Meyer suggested providing paid parking might be an important component to obtain more parking options for the downtown core.

Qualls told the commission that staff could come back with some examples from other cities and alternatives on expanding the de-regulated zone outward. Riggs agreed that providing some alternatives would be helpful.

Riggs suggested that recently with the two-way traffic change and additional parking has made downtown significantly more busy.

The commission discussed the example of the bank building going up and how some well-known and utilized buildings had to be torn down in large part because of a large parking lot. The commission also discussed Kochava within the de-regulated parking area and how they purchased more parking to provide for their employees.

Russell suggested that projects outside of the de-regulated zone that want to be a walkable neighborhood type development could be harmed if they're not provided some kind of appeal process.

The commission discussed ADUs and parking requirements.

Matters from Staff: Qualls gave an update on the downtown construction to the commission. Qualls showed the commission the updates to the website: sandpointstreets.com. Qualls also said that Council may be adopting the proposed changes to the STR code.

ADJOURNMENT: The meeting adjourned at 6:32 p.m.